



## **PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY**

POLICY NUMBER: <b>1</b>	DATE: November 24, 2000
TITLE: <b>SAFETY ORGANIZATION AND SAFETY ACCOUNTABILITY</b>	APPROVED BY: Katherine Boxer Latipow

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### **1-1. REFERENCE**

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3200
- (c) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203
- (d) City of Fresno, Administrative Order Number 2-3, Subject: Safety Policy

### **1-2. PURPOSE**

- (a) To clarify the responsibilities and goals of the Safety Organization of the Parks, Recreation and Community Services Department.
- (b) To establish a system of accountability for safety.

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### **1-3. POLICY**

- (a) Providing for safety and working in a safe manner is a pre-condition for work.
- (b) The safety organization for the Parks, Recreation and Community Services Department shall consist of:
  - (1) All employees of the Parks, Recreation and Community Services Department
  - (2) Division Safety Committees; and,
  - (3) Safety Officers and the Department Safety Coordinator.
- (c) Each employee shall be held accountable for his/her individual safety record. Managers, supervisors and leadworkers shall be held accountable for the safety record of their units.
- (d) Delegation of authority to accomplish specific actions and requirements may occur, however, this does not relieve responsibility to assure that these actions and requirements are completed in a timely manner.

### **1-4. RESPONSIBILITY AND ACCOUNTABILITY OF THE DIRECTOR**

- (a) Communicate management goals to managers and line supervisors, holding them accountable for accomplishment of those goals.
- (b) Communicate the department safety issues, concern, and accomplishments to upper management (i.e., City Manager, Risk Management, etc.).
- (c) Designate, in writing, the person or persons with authority and responsibility for implementing the Departmental Safety Program.
- (d) Review audits of the division's safety record and performance.
- (e) Demonstrate to employees that safety is a high priority.
- (f) Establish a Department Safety Committee to meet the requirements outlined in the Administrative Orders Manual.

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### **1-5. RESPONSIBILITY AND ACCOUNTABILITY OF DIVISION MANAGERS**

- (a) Communicate management goals to supervisors and leadworkers holding them accountable for accomplishment of those goals.
- (b) Communicate the department safety issues, concern, and accomplishments to the Director.
- (c) Designate, in writing, the person or persons with authority and responsibility for implementing the Division Safety Program.
- (d) Cause periodic (but not less often than quarterly) meetings of supervisory employees to be held under the direction of management for the discussion of safety problems and accidents that have occurred.
- (e) Make periodic safety inspections and observation tours.
- (f) Establish a Division Safety Committee, and provide for its training and resources to accomplish its mission and goals.
- (g) Develop safety programs that supplement the Department Safety Program to meet the unique requirements of the Division.
- (h) Recognize employees for safety performance.

### **1-6. RESPONSIBILITY AND ACCOUNTABILITY OF THE DEPARTMENT AND DIVISION SAFETY COORDINATORS**

- (a) Enhance protection of people, property and the environment through knowledge and skill;
- (b) Strive to increase competence in and the prestige of the safety professional;
- (c) Propose safety policies and procedures to enhance the safety of employees;
- (d) Conduct periodic inspections, accident investigations, and other actions to implement the injury and illness prevention program;
- (e) Serve on the City of Fresno Safety Action Committee; and,
- (f) Act as coordinator for the Injury and Illness Prevention Program for the Department or Division to which assigned.

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### **1-7. RESPONSIBILITY AND ACCOUNTABILITY OF SUPERVISORS AND LEADWORKERS**

- (a) Be responsible for providing a safe workplace for employees.
- (b) Consider the maintenance of a safe working environment and safe working practices as an essential and integral part of their supervisory responsibilities. Specifically, these duties include:
  - (1) Compliance with the goals and objectives established in the Department/Division Injury and Illness Prevention Programs.
  - (2) Stimulate interest in safe working practices through personal example.
  - (3) Supervise and evaluate employee safety performance.
  - (4) Observe and correct unsafe employee acts through counseling, training, and if necessary, corrective action.
  - (5) Inspect the work site and examine job requirements for unsafe conditions and practices, and take corrective measures as appropriate.
  - (6) Report and investigate all on-the-job injuries, illnesses, near-miss incidents, and safety concerns submitted by employees. Take corrective action, as necessary, to eliminate unsafe practices and conditions.
  - (7) Carry out a continuous safety program of inspections, observations, new employee orientation, job safety analysis, training and retraining and recognition of employees.
  - (8) Advise department/division heads of the need for safety equipment and devices.
  - (9) Ensure that safety equipment is available, kept in good condition, and properly used or worn by employees.

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### **1-8. EMPLOYEE RESPONSIBILITY**

- (a) All employees, as a condition of employment, are required to follow established safety procedures. Specifically, employees are required to:
  - (1) Accept responsibility for their own safety, that of their fellow employees, and the citizens who might be in the area of their worksite.
  - (2) Report all occupationally related injuries, illnesses, and near-miss incidents, promptly and completely to their supervisor and/or their leadworker.
  - (3) Report all unsafe conditions or procedures, which they observe, to their supervisor and/or their leadworker.
  - (4) Use all safety devices provided and properly wear all personal safety equipment provided them while on the job.
  - (5) Inspect their area prior to beginning work, correct deficiencies noted, or report safety work deficiencies, as necessary.
  - (6) Perform duties in accordance with established safety procedures and rules.
  - (7) Participate in safety training, as required.

### **1-9. DEPARTMENT SAFETY COMMITTEE RESPONSIBILITIES**

#### **(a) MISSION**

The mission of the Department Safety Committee is to assure a safe workplace for every Parks, Recreation and Community Services Department employee.

#### **(b) OBJECTIVES**

- (1) To provide a forum for safety communication;
- (2) To coordinate activities in the department for a productive safety effort;
- (3) To create and maintain an awareness of and commitment to safety; and,
- (4) To recommend policies and programs for safety and loss control.

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- (c) The Department Safety Committee shall be composed of an employee appointed from each division and the Department Safety Coordinator, appointed by the Director.
- (d) Division managers shall make available such time as necessary for committee members to meet and perform their duties.

### **1-10. DIVISION SAFETY COMMITTEE RESPONSIBILITIES AND ACCOUNTABILITY**

- (a) The Division Safety Committee shall be composed of representatives from each section of the Division. Management representation shall be limited to one representative.
- (b) The Division Safety Committee shall:
  - (1) Meet as often as necessary to handle safety matters in a timely manner, but not less often than quarterly.
  - (2) Recommend the adoption of department and division safety policy.
  - (3) Assists in developing safety training programs.
  - (4) Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee or when requested by management, the committee may conduct its own inspection and investigation to assist in remedial solutions.
  - (5) Submit recommendations to assist in the evaluation of employee safety suggestions.
  - (6) Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.
  - (7) Prepare and make available to the affected employees, written records of safety and health issues discussed at the committee meetings through the use of meeting minutes and other forms of communication.
  - (8) Review results of the periodic, scheduled worksite inspections.
  - (9) Follow-up to ensure that needed (approved) changes and actions are accomplished and to make appropriate recommendations thereon.

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- (10) Upon request from the Division of Occupational Safety and Health, State of California, verify action(s) taken by the employer to abate citations issued by the Division.
- (11) Recommend actions or changes to improve work safety.
- (12) Conduct investigations, inspections, and other actions necessary to make appropriate recommendations to Division Management.